

From: Daniel Miller

Sent: November 21, 2002

Subject: New Change Orders on older R/W Plans w/ Aerial sheets

Per the Right of Way Plans Manager, all future change orders on right of way plans projects that contain aerial enlargement sheets/cronaflexes will include a task to remove the aerial sheets. The remaining mylars of the plan set will be re-numbered by revising the number of the sheet total, as well as the electronic files will be similarly revised to reflect the new sheet total. This will only occur on projects that a change order is needed for other purposes, and does not mean that we are systematically going back on all projects to remove the aerial sheets. The change order information is not required to go in the revision block of those sheets that are only effected by a sheet numbering change.